

P/T EMERGENCY SERVICES COORDINATOR

DEFINITION:

Under the direction of the City Manager, develops and implements the City's emergency preparedness, and disaster relief and programs; provides technical assistance to fire and other City personnel in assigned areas of responsibility. Performs related work as required.

CLASS CHARACTERISTICS:

This single position part-time class is responsible for independently and creatively developing, implementing and achieving compliance in emergency and disaster preparedness programs. Successful performance of the work requires the ability to negotiate solutions to complex problems, thereby ensuring compliance with local, state, and federal ordinances and laws.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster relief programs and procedures.
2. Plan alternative means of providing power, water, communications, food and shelter for citizens in the event of a major disaster.
3. Develop plans for the establishment and operation of a central emergency operations center.
4. Plan public awareness programs regarding disaster preparedness.
5. Develop educational materials and make presentations to business, professional and community groups.
6. Develop and present training sessions to City staff.
7. Coordinate the activities of the unit with those of other City departments and with county, state and federal agencies.
8. Maintain detailed records and prepares correspondence and periodic and special reports.

Part-time Emergency Services Coordinator

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

9. Train and supervise volunteers in conformance with the standards, practices and procedures of the emergency plan.
10. Make presentations to the public about emergency procedures and issues.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Basic principles and techniques for developing emergency preparedness and disaster relief programs.
2. Program development, implementation and monitoring techniques.
3. Applicable laws, ordinances and regulations.

Skill in:

1. Interpreting, applying and explaining complex laws, rules and regulations and achieving compliance with such regulations.
2. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
3. Setting priorities and following-up on projects.
4. Maintaining accurate records and preparing clear, concise and competent reports, correspondence and other written materials.

Ability to:

1. Plan, implement, monitor and evaluate a variety of emergency services programs.
2. Recognize potential or actual problems and design actions to overcome them.

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Ability to (continued):

3. Exercise initiative and sound independent judgment within general policy guidelines..
4. Represent the City effectively in meetings with others.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Respond on a 24-hour basis to assist and advise in emergency situations.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

OTHER QUALIFICATIONS:

A typical way of gaining the knowledge and skills outlined above is:

1. Graduation from a four-year college with major course work in environmental studies or a field related to the work.
2. Three years of work experience which would have provided the knowledge and skills outlined above.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard, printer
3. Copy and fax machines
4. Telephone
5. Calculator
6. Punch and bind machine
7. Two-way radio
8. Automobile
9. Overhead projector

In response to emergency situations, the P/T Emergency Services Coordinator may use:

1. Cameras, 35mm and video
2. Digging and cutting tools

Part-time Emergency Services Coordinator

3. Disaster supplies (food, sleeping bags, etc.)
4. Flashlights, lanterns

PHYSICAL DEMANDS:

1. Mobility
2. Driving
3. Speaking/hearing
4. Seeing
5. Sitting/standing
6. Reaching
7. Manual dexterity
8. Speed in meeting deadlines
9. Lifting up to 10 lbs.

In response to emergency situations, physical demands may include:

1. Pushing/pulling
2. Kneeling
3. Carrying and/or lifting between 45 and 50 lbs.
4. Stooping/bending
5. Standing for extended periods of time
6. Walking for extended periods of time

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 75% of the time
Travel: varying conditions, 25% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

In emergency situations, environmental and atmospheric conditions may be:

1. Indoors: normal office conditions, 1% of the time
Travel: varying conditions, 99% of the time
2. Noise level: varying low to high
3. Lighting: varying low to normal
4. Flooring: dependent upon emergency situation
5. Ventilation: dependent upon emergency situation

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6. Dust: varying low to high